

# THE SUPREME COURT OF TEXAS

## Administrative Assistant III

### **JOB DESCRIPTION**

Performs complex (journey-level) administrative support for the Supreme Court Permanent Judicial Commission for Children, Youth and Families (Children's Commission). Work involves coordinating the administrative operations of the Children's Commission, including administrative support to Commission staff, coordination of travel arrangements, conference registration, and presentation preparation. Must schedule in person meetings, conference calls, webinars, and ensure that activities are properly posted on the Microsoft Office Calendar. The job requires coordinating confirmations, follow-up notices, and reserving and readying conference and meeting rooms, developing coordinating and maintaining a logical filing system and various databases. Assist in maintaining the Commission website and supporting other administrative personnel. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Salary range: \$38,000 - \$42,000.

### **ESSENTIAL JOB FUNCTIONS**

- Schedule, organize, and staff meetings, events, and conferences, ensuring conference and meeting rooms are prepared, and that all activities are properly posted on the Microsoft Office Calendar.
- Prepare or assist with the preparation of agendas, reports and documents associated with various projects and activities of the Children's Commission.
- Maintain lists of all meeting registrants, participants, and regular stakeholders, and perform merges for mail-outs, name badges, rosters, and other materials as needed for conferences and meetings.
- Maintain listservs and disseminate correspondence on behalf of the Children's Commission.
- Prepare budget estimates to assess costs associated with multiple activities.
- Use task lists to track administrative elements related to the Children's Commission programs and projects.
- Coordinate project timelines and assignments with all staff to ensure timely completion.
- Produce transcribed meeting proceedings and minutes using correct spelling, grammar and punctuation; proofreading and reviewing documents for clarity and consistency.
- Coordinate travel plans and itineraries and prepare appropriate budget documents and forms.
- Develop, coordinate and maintain filing systems and databases.
- Maintain websites and online event management and survey programs.

### **MINIMUM QUALIFICATIONS**

- Graduation from high school
- Two years full-time administrative support, general office, clerical, or secretarial experience.
- Evidence of high level of proficiency with Microsoft Office Suite (Word, Excel, Access, and Outlook).

- Proficient writing, proofreading, and editing skills.
- Experience transcribing meeting minutes.
- Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of good office practices, administrative support procedures, business English, grammar, spelling, punctuation, and writing fundamentals including proofing and editing documents.
- Skill in using personal computers, databases, and general office software to including word processing, spreadsheets, presentation software, and website maintenance.
- Skill in designing, organizing and maintaining electronic files, forms, and paper filing systems.
- Ability to follow instructions, demonstrate flexibility in scheduling work, and complete a variety of daily, weekly and variously scheduled work assignments in a fast-paced office environment.
- Ability to meet critical deadlines while maintaining attention to detail, and to prioritize work and handle multiple tasks efficiently.
- Ability to establish and maintain effective working relationships both internally and externally.
- Ability to initiate and complete tasks with limited supervision, offer suggestions to improve work processes, and make decisions using appropriate professional judgment and reasoning.
- Ability to maintain strict confidentiality with business matters, records and personnel information.
- Ability to communicate effectively, in-person and on the phone, with a variety of individuals.

## **PREFERRED QUALIFICATIONS**

- Graduation from an accredited four-year college or university with major course work in business administration or a related field.
- Prior government agency experience relating to coordinating meetings, venues, travel for staff, and developing agendas and itineraries.

## **EMPLOYMENT CONDITIONS**

Work is performed in a standard office environment and requires

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Prolonged standing and/or sitting.
- Moderate lifting 13-50 pounds.
- Travel: 15-20 percent of the time.

Email State application and resume to [cip-applications@courts.state.tx.us](mailto:cip-applications@courts.state.tx.us).

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